

## **TRANSACTION CODE CHANGE FOR TRAVEL A/R CANCELLATION**

Canceled travel advances are incorrectly reported as open items on the DAFR9750 Accounts Receivable Document Status Report, even when totally liquidated. TC 461, Travel A/R for Cancel of TC 241, is used when a travel advance warrant is canceled. This TC was established incorrectly, and as a result, travel advances are still appearing on the DAFR9750 Accounts Receivable Document Status Report. TC 461 will be inactivated on October 15, 1996. It has been replaced by TC 458 (same title). R\*STARS users with security access to process a TC 461 will also have security access to process a TC 458. Users will NOT be required to amend or obtain new user classes.

Please try to clear the IT file of all TC 461s by October 15, 1996.

MAIN is working on a solution to correct the outstanding reporting problem associated with the use of TC 461. The DAFR9750 will continue to reflect TC 461 activity until transactions are reversed.

## **TRANSACTION CODE CHANGE FOR ENCUMBRANCES RECORDED DIRECTLY IN RSTARS**

As described in OFM Year-End Closing Guide Section, Chapter 14, Section 1, Encumbrances, TC 887, Encumbrance Liquidation not in RSTARS Year End is the transaction code to be used to liquidate encumbrances established with TC 884. These are encumbrances that DO NOT originate from a purchase order posting in ADPICS.

Currently, TC 887 does not require a modifier to label the liquidation as partial, full, etc. Therefore, if the modifier field is left blank, then the default value of "P" (partial) is used.

In order to remind users to "inform" the system on whether the liquidation is partial or final, TC 887 will be changed to require a modifier.

The valid modifiers are:

C -- Closed. This liquidates in the amount of the entered transaction. The document is closed. The remaining amount of the encumbrance stays on the books as an encumbrance. No further transactions can be processed without opening the document with an adjustment modifier on TC 886.

P -- Partial. This will leave the document open and only liquidate the amount recorded on the transaction.

F -- Full. This will close the document and liquidate the entire encumbrance amount remaining.

A -- Adjustment. This adjusts the balance up or down. This will liquidate only a portion of the encumbrance. Document remains open.

TC 887 will be changed to require a modifier on October 7, 1996.